



Connecting to Office365 with Android

This document will help you connect your **Android Device** to the University's **Office365** service. This document is based on **Android 4.1.2 (Jelly Bean)**

This document is intended for users on the University's **Office365** service only.

In order to complete this task, you will need to know your Username and Password, and have activated your **Office365** mail. If you have not done this already, please visit:

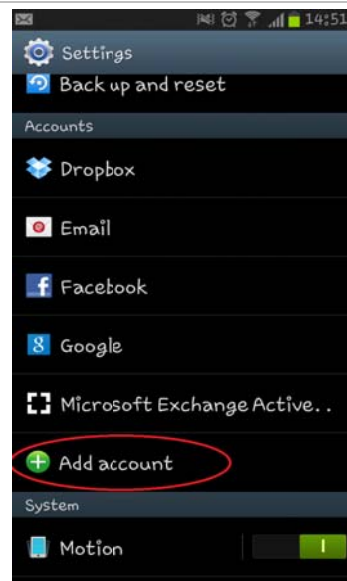
www.ease.ed.ac.uk/emailactivation

For help with alternative versions, or with any problems or questions, please contact IS.Helpline@ed.ac.uk or phone (6) 515151.

1. Configuring Android for Office365.

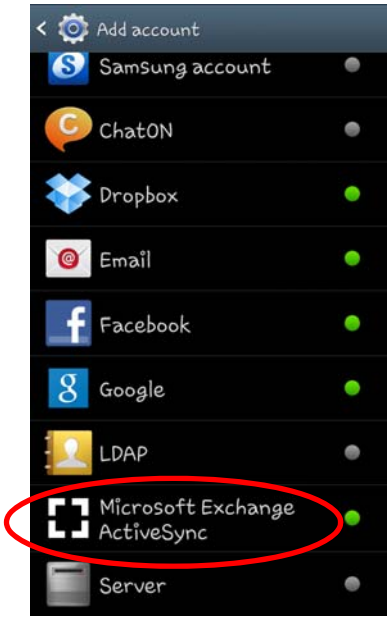
1. On your **Android** open **Settings**, then **Accounts...**

Select **Add Account...**

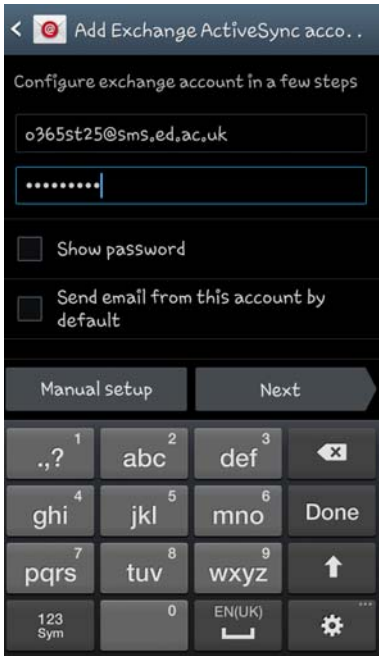


Connecting Office365 to Android

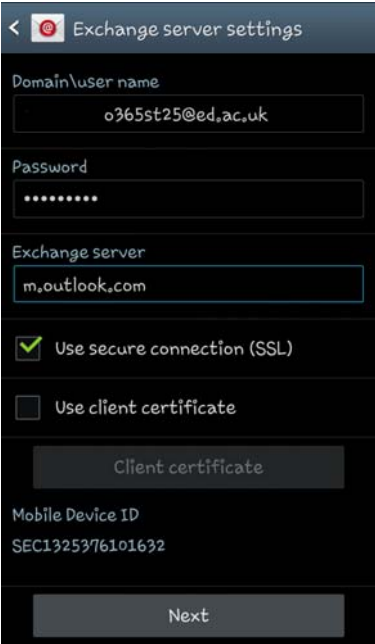
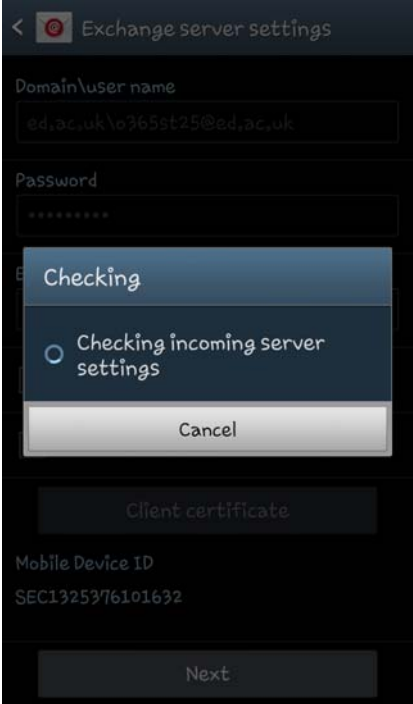
2. Select the **Microsoft Exchange ActiveSync**.



3. Enter your account information:
Enter your **Email** in the format:
s1234567@sms.ed.ac.uk
Enter your **password**.
Click **Manual setup**

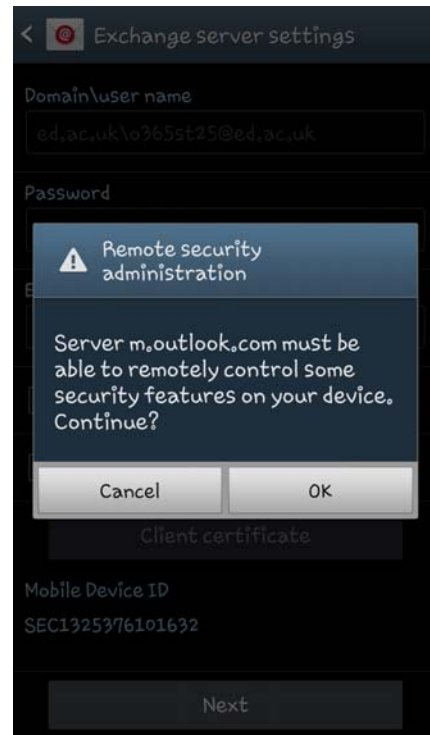


Connecting Office365 to Android

<p>4. Fill in the rest of your account information.</p> <p>In Domain\username, enter UUN@ed.ac.uk</p> <p>In the Server box, type: m.outlook.com</p> <p>Make sure: Use secure connection (SSL) is Ticked</p> <p>Click Next</p>	 <p>The screenshot shows the 'Exchange server settings' screen. The 'Domain\user name' field contains 'o365st25@ed.ac.uk'. The 'Password' field is masked with dots. The 'Exchange server' field contains 'm.outlook.com'. The 'Use secure connection (SSL)' checkbox is checked, while 'Use client certificate' is unchecked. There is a 'Client certificate' button, a 'Mobile Device ID' field with the value 'SEC1325376101632', and a 'Next' button at the bottom.</p>
<p>5. The phone will now check the incoming server settings.</p>	 <p>The screenshot shows the same 'Exchange server settings' screen as above, but with a 'Checking' dialog box overlaid. The dialog box has a title bar 'Checking' and a message 'Checking incoming server settings'. There is a 'Cancel' button at the bottom of the dialog. The background settings are dimmed.</p>

Connecting Office365 to Android

- The phone will pop up with a **warning**, just click **OK**.



Connecting Office365 to Android

7. Choose which parts of your account you wish to sync to your **Android**. By default, all are selected.

Click **Next**.

The screenshot shows the 'Account options' screen for an Office365 account on an Android device. The settings are as follows:

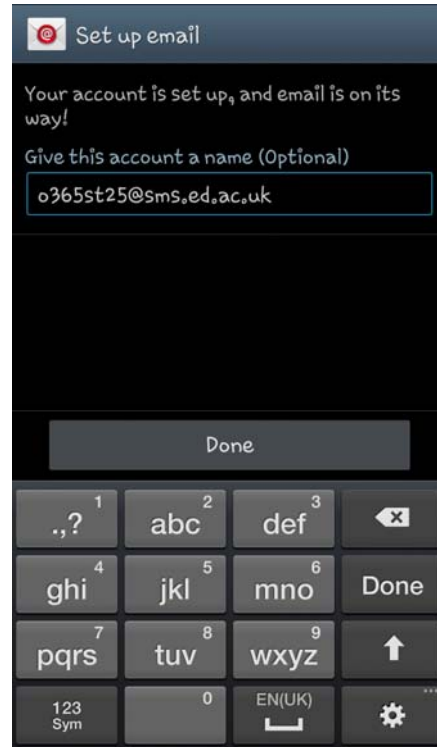
- Peak schedule: Push
- Off-peak schedule: Push
- Period to sync Email: Automatic
- Emails retrieval size: 50 KB
- Period to sync Calendar: 2 weeks
- Send email from this account by default
- Notify me when email arrives
- Sync Email
- Sync Contacts
- Sync Calendar
- Sync Task
- Sync SMS
- Automatically download attachments when connected to Wi-Fi

The 'Next' button is located at the bottom of the screen.

Connecting Office365 to Android

8. Give the Account a meaningful name, Click Done

Your account is now ready to use.



If you require this document in an alternative format, such as braille or larger print, please phone IS Helpline on 0131 651 5151 or email IS.Helpline@ed.ac.uk